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MEMO](#)

**MOTION BY SUPERVISOR ZEV YAROSLAVSKY**

February 17, 2004

Agenda item #27 requests the Board to extend four medical records coding and abstracting service agreements for one year at a total cost to the County of \$11, 730,984. The purpose for the extensions is to provide for the continued provision of services while permitting the Department of Health Services to conduct a competitive Request for Proposals process. The information in the Board letter raises some significant issues which should be addressed:

- The Department of Health Services (DHS) currently has approximately 115 County employees in the medical records coder classifications. However, the County's pay scale for these classifications may not be competitive with the private sector and therefore the County may be unable to retain adequate numbers of County employees at the current pay levels. DHS currently uses the service agreements to provide contract employees to fill the service void.
- As a means of strengthening the County's ability to secure County employees in these classifications, the County has had a training program in conjunction with SEIU Local 660 and the East Los Angeles Community College since the late 1990's in which permanent County employees are trained to assume responsibilities as medical records

Molina	_____
Burke	_____
Yaroslavsky	_____
Antonovich	_____
Knabe	_____

coders. Medical records coder training is also a part of the County's Workforce Development Program. Even with these programs, the DHS indicates it has been unable to secure adequate numbers of adequately trained medical records coders.

I, THEREFORE, MOVE THAT THE BOARD:

1. Refer the Director of Health Services' recommendation Agenda No. 27 back to the Department.
2. Approve and instruct the Director of Health Services or his designee to sign amendments, substantially similar to Exhibit I, extending, on a month to month basis for up to four months, agreements with Associated Record Technician Services, Hospital Employee Labor Pool, Jenn International, Inc., and Ladera Career Paths, for the continued provision of medical records coding and abstracting services at DHS facilities.
3. Direct the Chief Administrative Officer, County Counsel, Director of Personnel and DHS to do the following and report back to the Board within 120 days:
  - a. Perform a study of the County's medical records coder classifications and provide compensation recommendations to the Board.
  - b. Analyze the adequacy of the medical records coder training program in training permanent County staff to assume the range and breadth of medical records coding and abstracting required at the County's medical facilities.
4. Direct the Director of Health Services, in consultation with the CAO and County Counsel, to prepare and submit to the Board within 120 days a Request for Proposals (RFP) for Medical Records Coding and Abstracting services and a timeline for the RFP process, including a recommendation and justification for further extensions of the current contracts if needed.

Contract No. H-\_\_\_\_\_

**OVERFLOW MEDICAL RECORDS CODING AND  
ABSTRACTING SERVICES AT DHS MEDICAL CENTERS AGREEMENT**

AMENDMENT NO. 6

THIS AMENDMENT is made and entered into this \_\_\_\_\_ day  
of \_\_\_\_\_, 2004,

by and between

COUNTY OF LOS ANGELES  
(hereafter "County"),

and

\_\_\_\_\_  
(hereafter "Contractor").

WHEREAS, reference is made to that certain document entitled  
"OVERFLOW MEDICAL RECORDS CODING AND ABSTRACTING SERVICES AT DHS  
MEDICAL CENTERS", dated June 25, 1996, and further identified as  
County Agreement H-\_\_\_\_\_, and any Amendments thereto (all  
hereafter "Agreement"); and

WHEREAS, Agreement is slated to expire on February 28, 2004;  
and

WHEREAS, County intends to complete a competitive bid process  
for the award of a new contract during the intervening period; and

WHEREAS, the Agreement provides that changes may be made in  
the form of a written amendment which is formally approved and  
executed by the parties.

NOW, THEREFORE, the parties hereby agree as follows:

1. This Amendment shall become effective February 29, 2004.
2. The term of Agreement is hereby extended four (4) months,  
on a month-to-month basis, and, unless sooner cancelled or

terminated, shall expire at twelve midnight, June 30, 2004.

3. During the extension period, Contractor shall be compensated according to the same payment provisions and same rate(s) specified in the Agreement for the immediate prior six (6) calendar month term.

4. Except for the changes set forth hereinabove, Agreement shall not be changed in any other respect by this Amendment.

IN WITNESS WHEREOF, the Board of Supervisors of the County of Los Angeles has caused this Amendment to be subscribed by its

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Director of Health Services and Contractor has caused the same to be subscribed in its behalf by its duly authorized officer, the day, month, and year first above written.

COUNTY OF LOS ANGELES

By \_\_\_\_\_  
Thomas L. Garthwaite, M.D.  
Director and Chief Medical  
Officer

\_\_\_\_\_  
Contractor

By \_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

Title \_\_\_\_\_  
(AFFIX CORPORATE SEAL)

APPROVED AS TO FORM

LLOYD W. PELLMAN  
County Counsel

By \_\_\_\_\_  
County Counsel

APPROVED AS TO CONTRACT  
ADMINISTRATION:

Department of Health Services

By \_\_\_\_\_  
Contracts Administration

CD2677cod6:GH 02/13/04



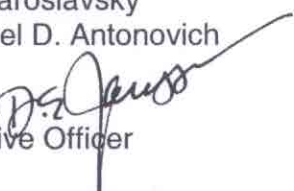
County of Los Angeles  
**CHIEF ADMINISTRATIVE OFFICE**

713 KENNETH HAHN HALL OF ADMINISTRATION • LOS ANGELES, CALIFORNIA 90012  
(213) 974-1101  
<http://cao.co.la.ca.us>

DAVID E. JANSSEN  
Chief Administrative Officer

February 20, 2004

To: Supervisor Don Knabe, Chairman  
Supervisor Gloria Molina  
Supervisor Yvonne Brathwaite Burke  
Supervisor Zev Yaroslavsky  
Supervisor Michael D. Antonovich

From: David E. Janssen   
Chief Administrative Officer

Board of Supervisors  
GLORIA MOLINA  
First District

YVONNE BRATHWAITE BURKE  
Second District

ZEV YAROSLAVSKY  
Third District

DON KNABE  
Fourth District

MICHAEL D. ANTONOVICH  
Fifth District

**AMENDMENTS TO FOUR MEDICAL RECORDS CODING AND ABSTRACTING SERVICES AGREEMENTS (ITEM NO. 17, AGENDA OF FEBRUARY 24, 2004)**

This is to advise your Board that I concur with Supervisor Yaroslavsky's motion on the subject agenda item.

Supervisor Yaroslavsky's motion will facilitate the resolution of issues related to medical records and abstracting staffing and contract services which have been in existence for several years. Specifically, the motion will require that my office together with County Counsel and the Departments of Human Resources and Health Services review the County's medical records coder classification and compensation specifications to determine if these specifications are factors contributing to the Department of Health Services' apparent inability to recruit adequate numbers of staff for these positions at the appropriate skill level. Our analysis of this issue will in turn assist in determining the long-term need for securing medical records coding staff services through either County employees, contract services, or both. In addition, the Supervisor's motion provides a process for ensuring that we do not have a gap in needed staffing services while this analysis is performed and the recommendations it produces are implemented.

For these reasons, I concur with Supervisor Yaroslavsky's motion and recommend that your Board adopt the motion.

DEJ:SRH  
LS:os

c: Executive Officer, Board of Supervisors  
County Counsel  
Director and Chief Medical Officer of Health Services  
Director of Personnel